

S E C R E T

OFFICE OF TRAINING

NOTICE
No. 6-71

5 November 1970

**SUBJECT : Reimbursement for Official Transportation in the
Metropolitan Washington Area**

REFERENCE: [REDACTED]

RESCISSION : OTR Notice 2-69 and OTR Notice 1-70

A. PURPOSE

This notice describes OTR policy and the procedures required for OTR personnel to obtain reimbursement for official transportation in the metropolitan area.

B. POLICY

1. Reimbursement for official transportation, including the use of POVs, may be claimed under the following circumstances:
 - a. Mileage during the workday from the normal duty post to other points of business and return. Or,
 - b. The difference between the mileage from home to normal duty post and the mileage from home to temporary duty post or other place of business -- only if the latter distance is greater.
2. Reimbursement for official travel may not be claimed under the following circumstances:
 - a. To attend internal or external training courses.
 - b. To perform overtime duties at the normal duty post.

S E C R E T

SECRET

C. GUIDELINES

1. The following excerpt from [REDACTED] is provided to serve as a quick reference and guideline:

25X1A

"Employees may be reimbursed for the use of public transportation, including taxicabs, and privately owned vehicles for official business when authorized or approved by an approving officer. The signature of the approving officer will be accepted as evidence of an affirmative finding that the transportation used was more advantageous to the Government than alternate available means of transportation, including the Agency shuttle bus."

2. The reference also describes the most common round-trip reimbursement rates for official use of POVs. OTR, because of its location at 1000 Glebe Road, has developed other standard rates. To simplify administrative detail, reimbursement for mileage will be allowed at the following round-trip rates:

From Headquarters

25X1A	to Rosslyn Area	\$1.70
	to 1000 Glebe	\$1.90
	to National Airport	\$2.90
	to [REDACTED]	\$1.20

From 1000 Glebe Road

25X1A	to Rosslyn Area	\$.80
	to National Airport	\$1.40
	to [REDACTED] Area	\$1.90

Mileage for travel not listed above, and which is not included in the referent regulation, will be paid on the basis of odometer readings at the rate of 12 cents per mile. It is the responsibility of the individual submitting the claim to furnish mileage readings and to indicate on the voucher the points between which travel was performed. The actual cost of parking fees and road tolls are payable in addition to the mileage allowance.

SECRET

S E C R E T

D. CLAIM PROCEDURES

1. Claimants are to complete Form 2646, Claim for Reimbursement for Petty Cash Expenditures. Such claims are to be approved by the School or Staff Chief, or his deputy, and reimbursement obtained as follows:
 - a. All employees may file claim with the Budget & Fiscal Imprest Fund Custodian.
 - b. Members of Covert Training should file their claims with the Covert Training Imprest Fund Custodian.
 - c. Members of the Language School should file their claims with the Language School Imprest Fund Custodian.
 - d. As an alternative, employees may file their claims directly to the Monetary Division, OF, provided the claim has first been approved by an OTR approving officer and certified as to funds availability by OTR/BF.
2. Any questions on this subject may be referred to the Budget and Fiscal Branch/EA.

HUGH T. CUNNINGHAM
Director of Training

Distribution:

Chiefs of Schools & Staffs/OTR


(Key 1 A)

25X1A

S E C R E T